

National Origin/Citizenship Status Discrimination

- Employers can require employees to speak fluent English when there is a valid business reason.
- Employers should not prohibit their employees from speaking another language during break time, or during work time when safety or customer service are not affected.
- An employer must accommodate employees' religious practices unless doing so would impose an undue hardship.
- If a workplace dress code conflicts with religious practices, the employer must modify the rule unless doing so would result in undue hardship.

The Seattle Office for Civil Rights wants you to know...

- The law protects you in hiring, firing, layoffs, wages, promotion, and discipline based on national origin. The law also protects you from harassment and illegal retaliation.
- It is also illegal to discriminate against you in employment based on your race, sex, national origin, religion, age (40+) or other protected class.
- For information about employment discrimination call the Seattle Office for Civil Rights at (206) 684-4500. Services are free, fair and impartial. Language interpreters are provided on request. Our office does not ask questions about people's citizenship or immigration status.

To report discrimination or for more information:

U.S. Department of Justice:
1-800-255-8155

www.usdoj.gov/crt/osc

City of Seattle Office for Civil Rights
206-684-4500, TTY 206-684-4503

www.seattle.gov/civilrights

Employing Immigrants web site

www.seattle.gov/employingimmigrants

U.S. Dept. of Justice Civil Rights Division
Office of Special Counsel for Immigration-Related Unfair Employment Practices
950 Pennsylvania Ave., N.W.,
Washington, D.C. 20530
1-800-255-7688
TTY 1-800-237-2515
E-mail: oscrcrt@usdoj.gov
www.usdoj.gov/crt/osc

Your Right to Work

A Handbook for Non-Citizens



206-684-4500

www.seattle.gov/civilrights

What Do Employees Need to Know?

- You can choose which documents you use to prove your eligibility to work in the U.S.
- Your documents must show 2 facts:
 - Your identity; and
 - Your eligibility to work in the U.S.
- The lists to the right show which documents are acceptable, based on I-9 form of 1999. See www.uscis.gov.
- Employers must treat everyone the same when announcing jobs and interviewing applicants.
- Employers must give out the same information over the phone and use the same application for all job applicants.

List of Acceptable Documents – Use 1 from Group A or 1 each from Groups B and C **All documents must be unexpired.**

Group A – Documents that establish both identity and work eligibility

- Valid U.S. Passport
- Certificate of U.S. Citizenship (N-560 or N-561)
- Certificate of Naturalization (N-550 or N-570)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688B)
- Unexpired Employment Authorization Card (I-688A)
- Unexpired Reentry Permit (I-327)
- Unexpired Refugee Travel Document (I-571)

- Unexpired Employment Authorization Document issued by the INS which contains a photograph (I-688B)

Group B

– Documents that establish **only identity**

- Driver's license or ID card issued by a state or U.S. possession
- ID card issued by federal, state or local government
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

Group C – Documents that establish only work eligibility

- U.S. social security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (FS-545 or DS-1350)
- Original or certified copy of an official U.S.-issued birth certificate
- Native American tribal document
- U.S. Citizen ID Card (I-197)
- ID Card for use of Resident Citizen in the United States (I-179)
- Unexpired employment authorization document issued by the INS (other than those listed under List A)